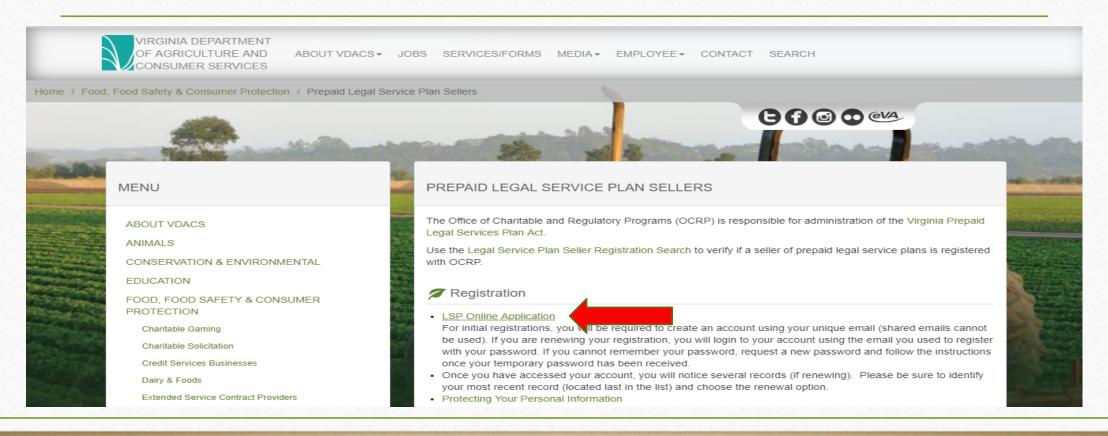
Prepaid Legal Service Plan Seller

Online Registration Procedures
For First Time Registrants

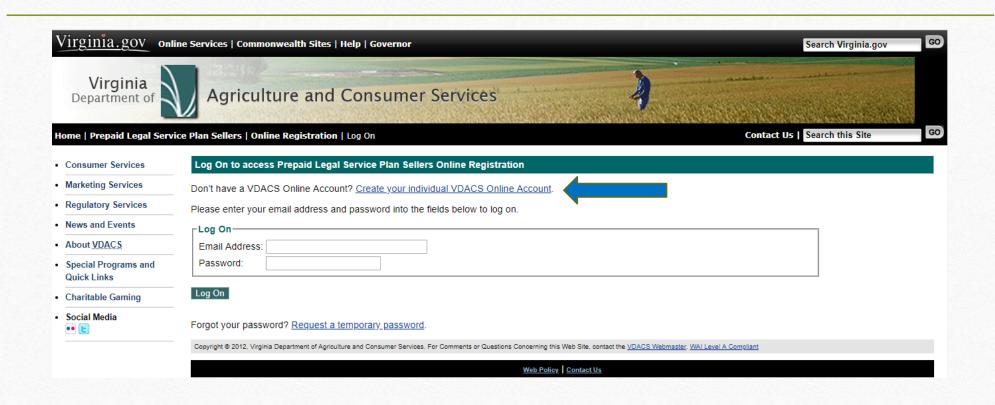
Navigating to the Online Application

The first step to register as a Prepaid Legal Service Plan Seller in Virginia is to access the login page of the online application (http://www.vdacs.virginia.gov/food-prepaid-legal-service-plan-sellers.shtml).

Once on the Prepaid Legal Service Plan Sellers webpage, click on the link for the online application:



As a first time registrant, you need to click on "Create your individual VDACS Online Account"



On this page you will enter information for each block. Please note: the system does not recognize special characters; use only punctuation marks (!?;:-_,.) when creating your password. Use all required elements, but make the password easy for you to remember as you will be required to log back into your account to print your certificate, when issued, as well as to renew your registration. Once all blocks have been completed, click on "Create my VDACS Online Account (bottom right).

Create my individual	VDACS Online Account
Please use the form bel	ow to create a new VDACS Online Account.
indicates required field	s
-VDACS Online Acco	unt Information
• Email Address:	
• Password:	Your password is case-sensitive and must have at least: - 8 characters minimum - 1 uppercase leter (A-Z) - 1 lowercase letter (a-z) - 1 digit (0-9) - 1 punctuation or special character such as ? , . @ _ + = \$ *
• Confirm Password:	
• First Name:	
• Last Name:	
Phone Number:	
Cancel	Create my VDACS Online Account

*An example of an acceptable password that contains all required elements is:

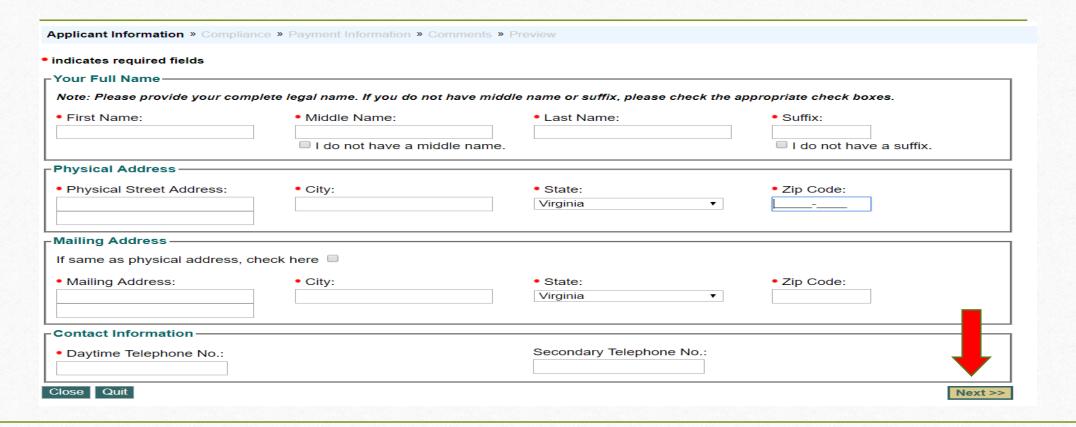
2019LSP:done

Items to note regarding accessing your account:

- Once you create your password, we recommend you write it down somewhere safe where you can easily access it again. Be sure to write it down exactly as you've entered it when creating your account, as the password is case-sensitive. You will need to log back in to your account to print your certificate once the registration has been approved and issued.
- Too many unsuccessful logins will result in your account being locked. We cannot unlock your account you will have to wait for the 30 minute time period to expire. The lock will occur every time you attempt to login incorrectly after the first lockout, so be careful when you enter your password.
- If you need to create a new password, please review our tutorial on Password Changes prior to requesting the new password. While you can request a temporary password anytime, with no restriction to the number of requests, you can only change your password once in a 24 hour period.

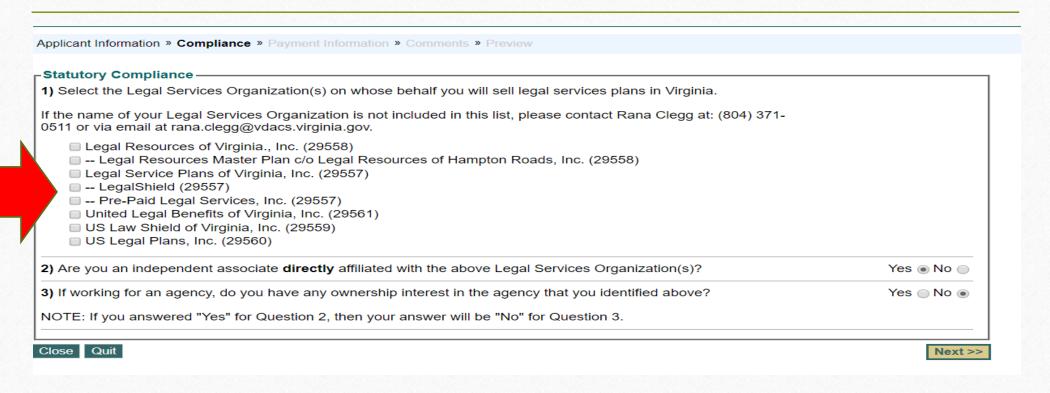
The first page of the application is self explained. Be sure to enter the information required for every box indicated with a * - these boxes are required and the application will not allow you to move forward until they are completed.

Once all boxes have been completed, click on "Next."

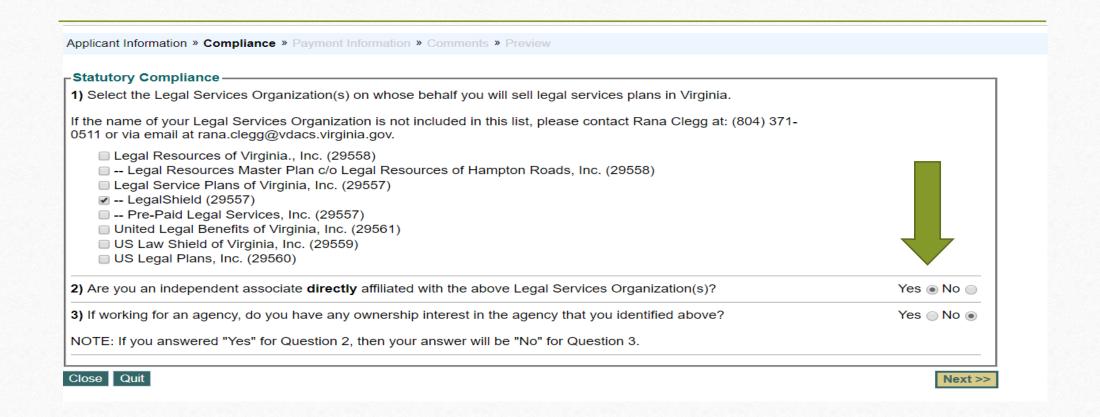


Page 2 of the application is shown below. You are required to answer all of the compliance questions.

Question 1 asks for the Legal Services Organization (LSO) on whose behalf you will sell legal services plans. If your LSO is not listed, you will need to contact this office before you will be able to proceed. Click on the box to the left of the name of your LSO.



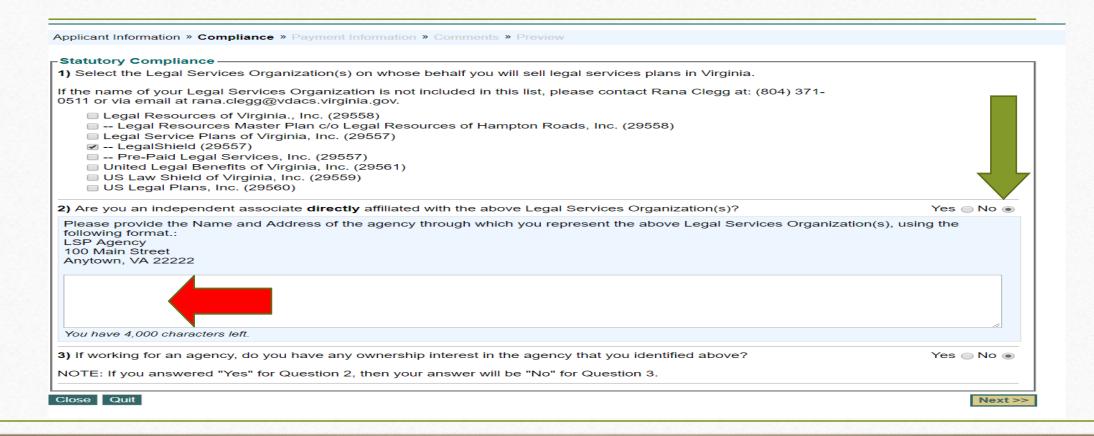
Question 2 asks if you are working directly with the LSO. You must click either "Yes" or "No." If you click "Yes" you can proceed to Question 3.



If your response to Question 2 is "Yes" your response to Question 3 will be "No" Click "No" then click on "Next"

Applicant Information » Compliance » Payment Information » Comments » Preview	
Statutory Compliance —	
1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in Virginia.	
If the name of your Legal Services Organization is not included in this list, please contact Rana Clegg at: (804) 371 0511 or via email at rana.clegg@vdacs.virginia.gov.	1-
 Legal Resources of Virginia., Inc. (29558) □ Legal Resources Master Plan c/o Legal Resources of Hampton Roads, Inc. (29558) □ Legal Service Plans of Virginia, Inc. (29557) ☑ LegalShield (29557) □ Pre-Paid Legal Services, Inc. (29557) □ United Legal Benefits of Virginia, Inc. (29561) □ US Law Shield of Virginia, Inc. (29559) □ US Legal Plans, Inc. (29560) 	
2) Are you an independent associate directly affiliated with the above Legal Services Organization(s)?	Yes No ○
3) If working for an agency, do you have any ownership interest in the agency that you identified above?	Yes No
NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.	

If your response to Question 2 is "No" (Example: you are an agent selling plans through Primerica), you will need to type in the Name of the agency you are working through as well as the complete address of the agency. Please use the format in the example.

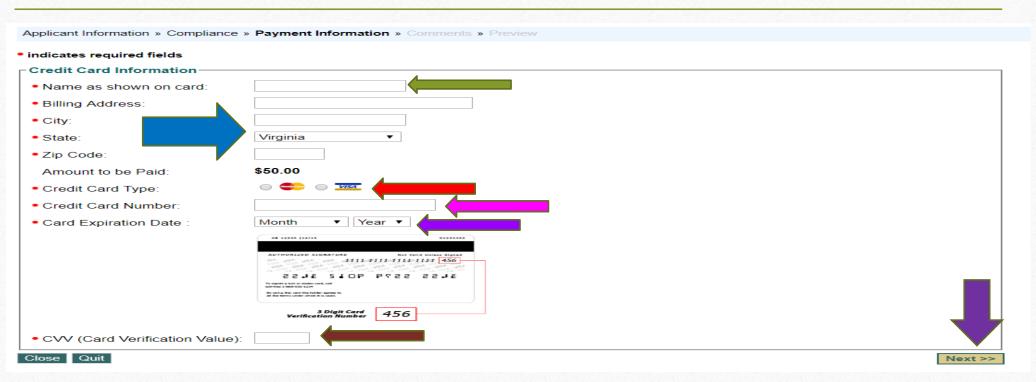


If your response to Question 2 is "No" and you are a part owner of the agency through which you will sell legal services plans, you must answer "Yes" for Question 3 and indicate your percentage of ownership interest in the Agency. Click "Next" to proceed.



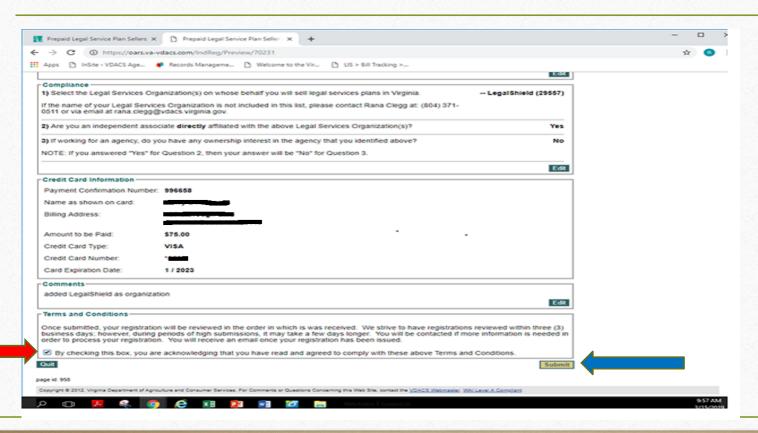
Page 3 of the application is the payment page. On this page you must:

- 1. Enter the name as shown on the credit/debit card you are using.
- 2. Enter the billing address associated with the card you are using.
- 3. Indicate which type of card you are using by clicking on the button for the type of card you are using.
 - 4. Enter the credit/debit card number (numbers only no dashes or spaces)
 - 5. Enter the card's expiration date month and year using the dropdowns
 - 6. Enter the Card Verification Value (CVV) found on the back on the card.
 - 7. Click "Next"



Summary Page

After successfully submitting your payment information you will be taken to the page below. You must review the information on the page, and if it is correct, then **check the box** in the bottom left corner of the page, and **click** "Submit."



CONFIRMATION OF SUBMISSION EMAIL

Once you have submitted your registration application, you will receive the email below. **NOTE**: this email is to advise the registration application was submitted successfully – this is **NOT** notification that the registration was issued.

- Dear <Name>:
- Thank you for submitting your LSP registration application and payment. To view your application status, log on to our online registration website at https://oars.va-vdacs.com/Account/logon?Prog=LSP
- PLEASE NOTE your registration has not yet been issued. Upon completion of the review process, you will receive an email advising of the issuance of the registration as well as information for printing your certificate.
- PLEASE DO NOT REPLY TO THIS EMAIL, AS THIS IS AN UNMONITORED EMAIL BOX. If you have any questions regarding the online registration website, please do not hesitate to contact me directly by using the contact information listed below. IF I AM UNABLE TO RESPONSE TO YOU IMMEDIATELY, PLEASE SEND AN EMAIL OR LEAVE A VOICEMAIL MESSAGE WITH YOUR SPECIFIC QUESTION AND I OR ANOTHER TEAM MEMBER WILL RESPONSE TO YOU WITHIN 24 HOURS DURING NORMAL BUSINESS HOURS.
- Sincerely,
- Rana Clegg
- Regulatory Programs
- Virginia Department of Agriculture and Consumer Services
- Office of Charitable and Regulatory Programs
- rana.clegg@vdacs.virginia.gov
- (804) 371-0511

NOTICE OF ISSUED REGISTRATION

You will receive an email (below) when your registration has been issued. Please follow the directions in the email to login to your account to print your certificate (the certificate is not automatically sent to you or your LSO – you must print it out and email it yourself).

- Dear <Name>:
- Your Certificate of Registration has been issued, effective from <issue date> to <June 30, 2020.
- You may print your certificate of registration online by logging into your account using the following link: https://oars.va-vdacs.com/Account/logon?Prog=LSP.



- PLEASE DO NOT REPLY TO THIS EMAIL, AS THIS IS AN UNMONITORED EMAIL BOX. If you have any questions regarding the online registration website, please do not hesitate to contact me directly by using the contact information listed below. IF I AM UNABLE TO RESPONSE TO YOU IMMEDIATELY, PLEASE SEND AN EMAIL OR LEAVE A VOICEMAIL MESSAGE WITH YOUR SPECIFIC QUESTION AND I OR ANOTHER TEAM MEMBER WILL RESPONSE TO YOU WITHIN 24 HOURS DURING NORMAL BUSINESS HOURS.
- Sincerely,
- Rana Clegg,
- Regulatory Programs
- Virginia Department of Agriculture and Consumer Services
- Office of Charitable and Regulatory Programs
- rana.clegg@vdacs.virginia.gov
- (804) 371-0511

Printing Your Certificate

To print your certificate, you must login to your account. When your main page appears, locate your most current record (expires 6/30/2020) and click on the "Print Certificate" button.

